



## ADDENDUM NUMBER ONE

for the

### Streets Division Administration Building

**DATE OF ADDENDUM: August 30, 2023**

#### **TO ALL BIDDERS BIDDING ON THE ABOVE PROJECT:**

The following addendum shall be made part of the Project Specifications and Contract Documents. All other provisions of the Contract Documents remain unchanged. The Bidder shall acknowledge receipt of this Addendum by signing below and returning this form and all pages of addenda with the bid package. The contents of this Addendum shall be given full consideration in the preparation of the Bid. This addendum will not be a factor in page numbers for the Statement of Qualifications.

#### **Changes to the Request for Statement of Qualifications Section C. Submittal Requirements:**

**Remove the page requirement for the SOQ from Five (5) pages to Ten (10) pages. All other requirements are to remain the same.**

~~The SOQ shall be limited to no more than five (5) pages.~~ **The SOQ shall be limited to no more than ten (10) pages.** Pages shall be letter size (8½ x 11 inches), single-sided, with a minimum font size of 11. Combinations of text and graphic material may be used at the DB Team's discretion to appropriately communicate facts and qualifications. Five (5) additional pages of appendices are allowed which may include graphs, charts, photos, or additional resumes.

#### **Questions and Answers to Date:**

**Question:** Pertaining to the Design Build RFQ for the Street Division Administration Building project, will the City allow an architect to be part of and submit with more than one team?

**Response:** Yes, if architect wants to work with different contractors, they can submit multiple submittals.

**Question:** Can you share what the City's budget is for the Streets Admin Design/Build project, or what the projected cost is?

**Response:** Not at this stage.

**Question:** On Page 7, the RFQ describes the submittal format as:

- 2-page cover letter (must have contact info, see page 6)
- 5 pages
- 5 pages appendices (for resumes)

- 1 original printed, 1 electronic on USB. The printed copy should have no staples, no binding.
- 11pt font
- With 5 tabs and 23 questions required, would the City consider expanding the page limit to more than 40 pages?
- The current limit of 10 body pages will be difficult to adequately respond to the criteria provided and showcase the thorough method of approach the City deserves for this project.

Would the City consider expanding the page limit on resumes?

- As a Design-Build team, we plan to list a key team of design and construction team professionals, along with engineers, who have the specialty expertise to serve the City well on this project.

**Response:** We have considered your request and intend to increase the SOQ limits to 10 pages and keep the appendices at five pages. This will be accomplished by addendum.

**Questions:** Is the Table of Contents excluded from the page count?

Would you clarify, are the required forms for Certificate of Insurance, Non-Collusion Affidavit, and Addendums excluded from the page count altogether? Or are they meant to be included in the 5 pages of "Appendix"?

**Response:** If you include a Table of Contents, it will be included in the page count.

The Non-Collusion Affidavit and Certificates of Insurance are not required at this stage, only required from the awardee, and will be requested at the time of contract signatures. To enter a contract with the City the insurance requirements must be met.

**Questions:** How old is the building material that the City does have?

**Response:** Material that the City has is almost 3 years old. The City does not have interior materials and they have not been ordered.

**Questions:** Does the City have a topographic Survey of the site?

**Response:** The City does not have a topographic survey; per the scoping report a topographic survey is required. The survey requirements are included within the scoping report.

**Questions:** Will a Water Service Application be required?

**Response:** A Water Service Application will likely not be required. Wash racks are not intended to be a part of this project.

- END -

City of Prescott Public Works Department

Gwen  
Rowitsch

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Gwen Rowitsch  
Date: 2023.08.31  
08:24:14 -07'00'

8-31-2023

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Gwen Rowitsch, Public Works Director

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Date

**Acknowledgement:** (Must be signed and turned in with the bid documents, along with all pages of any attachments.)

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Company Name

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Signature of Company Official

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Date